

Office Memorandum • UNITED STATES GOVERNMENT

TO : All Members of the Legal Staff

DATE: 20 April 1950

FROM : General Counsel

SUBJECT: Summer Vacations

1. Annual summer vacations must be planned in advance and scheduled so as not to impair the efficiency of operations of the Legal Staff. In order to avoid concurrent or overlapping absences of too many employees at any one time, please indicate below your first and second preference as to the approximate dates of your leave. If you desire any information as to your annual leave status, prior to submitting the dates of your leave, Miss Latini, as the Time Clerk for this Staff, is authorized to transmit all such requests to the Leave Unit.

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2. Attention is called to Administrative Instruction dated 9 August 1949, which states, "Employees scheduled for leave during periods not desired by them may elect to refuse such leave periods, but refusal may result in forfeiture of that amount of annual leave which is in excess of the maximum that can be carried forward into the succeeding year."

NAMEFIRST PREFERENCESECOND PREFERENCE

L. R. Houston.....

~~J. S. Warner.....~~

W. L. Pforzheimer.....

✓ August as convenient
 14 August - 5 Sept ✓
 1 July - 13 Aug. (11 Jan 10-14 & 18)
~~14 Aug - 1 Sept~~ 15 Sept - 22 Sept.
 17 July - 11 Aug.
 ✓ 26 June - 12 July (20 & 30 Jan)
 26 July - 4 Aug. 25 Sept - 11 Oct.
 31 July - 11 Aug.

LAWRENCE R. HOUSTON